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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | SG17-TD581 | |
| **STUDY GROUP 17** | |
| **Original: English** | |
| **Question(s):** | | All/17 | Geneva, 29 August - 6 September 2017 | |
| **TD** | | | | |
| **Source:** | | TSB | | |
| **Title:** | | Template for A.1 justification for new work item (NWI) proposal | | |
| **Purpose:** | | Information | | |
| **Contact:** | | TSB | | E-mail: [tsbsg17@itu.int](mailto:tsbsg17@itu.int) |

Rapporteurs are asked to ensure ITU-T Rec. A.1 Annex A is used when submitting a NWI proposal for approval by SG17. ITU membership is invited to include in their Contribution such an A.1 justification for new work item (NWI) proposal when proposing a NWI.

This TD contains in Annex, a ‘Microsoft WORD template’ document, prepared by SG17 secretary based on ITU-T Rec. A.1 Annex A, to facilitate the generation of such A.1 justification.

Note – This template – with appropriate adaptations – shall **also** be used when proposing a new work item for a non-normative publication (e.g., Supplement, Implementers' Guide, Technical Report or Technical Paper, etc).

NOTE - ITU-T Templates for Recommendations, Supplements, and Technical Papers are available at:

<http://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx>

**Annex   
Template for A.1 justification for new work item (NWI) proposal**

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| **Question:** | [Insert question number(s)]/17 | **Proposed new ITU-T Recommendation** | [Insert Venue], [Insert SG17 meeting beginning date – [Insert ending date] | |
| **Reference and title:** | Recommendation ITU-T [Insert the NWI abbreviation X.xxx] "[Insert the Recommendation title]" | | | |
| **Base text:** | [Insert as: C nnn] or [Insert as: TD nnnn] | | **Timing:** | [Insert year] -[Insert month] |
| **Editor(s):** | [Insert the name of editor(s)], [Insert the membership of editor(s)], [Insert the email address of editor(s)] | | **Approval process:** | [Choose the approval process from the drop-down list] |
| **Scope** (defines the intent or object of the Recommendation and the aspects covered, thereby indicating the limits of its applicability): | | | | |
| [Insert the scope] | | | | |
| **Summary** (provides a brief overview of the purpose and contents of the Recommendation, thus permitting readers to judge its usefulness for their work): | | | | |
| [Insert the summary] | | | | |
| **Relations to ITU-T Recommendations or to other standards** (approved or under development): | | | | |
| [Choose the relation from the drop-down list] | | | | |
| **Liaisons with other study groups or with other standards bodies:** | | | | |
| [Insert the liaison] | | | | |
| **Supporting members that are committing to contributing actively to the work item:** | | | | |
| [Insert member states], [Insert sector members], [Insert associate members], [Insert academia members] | | | | |

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